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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 9 March 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 10  
2 - 8 March 1955I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

1. Catalog of Courses - The field issuance of this Catalog No. 200-1 will be delivered today to FI/RI/[ ] for distribution to the field. Additional copies will be distributed to OTR for those persons requiring knowledge of the information in the field text.

25X1

2. Collection of Information for Intelligence Purposes, TR RM O-1 - Additional distribution of this manual has been made to the FI Training Liaison Officers after a discussion of the manual with them at the regular FI Training Committee Meeting on 4 March. The TLO's will collect requirements in the divisions for the distribution of the manual.

3. OTR Motion Picture on [ ] - Because of the lack of availability of persons from FI for participation as actors in the film, Miss [ ] during the week, contacted all TLO's of the offices other than DD/P and has received the names and the number of persons who will be screened for the various rolls. These tests will be made on 11 March and forwarded to [ ] for final selections of the cast. [ ] has been designated as technical advisor for the film. He left for [ ] on 5 March with recommendations for revisions in the script compiled by the [ ] instructors.

25X1

4. Support for the [ ] Course, under [ ] was continued this week. Four telephone films were acquired for [ ] to be previewed at [ ] for possible integration into the course. Five other telephone films are now on request at Graphics Registry Division/OCD for the same purpose.

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5. Lesson Plans received this week - Eighteen

6. Overseas requestes received this week - One

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7. Attendance at Foreign Language Films -

<u>Date</u>	<u>Languages</u>	<u>Attendance</u>
3/2/55	Portuguese	0
3/3/55	Russian	<input type="checkbox"/>
3/8/55	French	

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8. Bibliography on Southeast Asia - A bibliography of 30 recent and available titles on Southeast Asia was compiled and forwarded to ☐ with a package of 30 items of reading materials for retention. These materials were intended for the use of students.

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9. Films for ☐

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- a. Two retention films due
- b. Eighteen loan films due
- c. Eight loan films sent

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10. ☐ is attending the Basic Management Course.

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11. ☐ is attending the Basic Orientation Course.

12. Assistance to covert training - ☐ are conducting a four-day course in Instructional Techniques for three trainees for the AC/OS/TR.

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13. ☐ is attending selected sessions of the annual meeting of the ☐ is a registered member of these organizations.

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